



LARGE RESIDENTIAL ROOFTOP (LARGER 10Kw)

Hard Copy Plan Submittal (10 business days review cycle)

- Step 1: Complete the [Permit Application Form](#) and bring in three hard copy sets of plans (minimum sheet size for plan documents is 18" x 24" and spec sheets 8½" x 11") to the [Development Services Center](#) where they will be processed.
- Step 2: Once the plans have been approved, you will be contacted and you may come in and pick-up the approved plans. If there are comments or corrections needed to your proposed plan, they will be sent to you via email and once you have addressed them, you may resubmit them for a second cycle review.

Electronic Submittal (10 business days review cycle)

- Step 1: Complete the [Permit Application Form](#)
- Step 2: Send electronic copies of your permit application, plans, and other required documentation to [Electronic Plan Review](#).

Click here for more information on [electronic submittals](#).

Over-the-counter Review and Permitting (same day review cycle)

- Step 1: Complete the [Permit Application Form](#)
- Step 2: Bring your permit application and plans to the [Development Services Center](#) on Wednesday between the hours of 8:30 am and 12:00 pm.

Note: *Same day permitting may not be available for large residential photovoltaic systems if there are a large number of small residential photovoltaic systems in the queue for review.*